

Virginia Wireless E-911 Services Board

Project Management Monthly Activity Report

Vendor: L. Robert Kimball & Associates, Inc.
 Region/Locality: Southeast Region
 Period: 31 August - 27 September 2003

Activity Report		
Task	Hours This Period	Comments
Active Tasks		
Project Reporting / Status Review	24.00	
1. WSB monthly report.	10.00	
2. Confirm action items with PSAPs (Greensville County, Surry County, Sussex County, and Isle of Wight County) regarding CPE installation, PSAP-required actions (such as UPS installation, grounding, console layout, and vendor coordination), GIS/mapping, and cutover.	13.00	
WSP / LEC Contact & Coordination	28.00	
1. Arranged Phase I testing for Greensville County. Re-issued Greensville County Phase I request letters to T-Mobile. Arranged for extension of testing with WSPs until the end of November.	5.00	
2. Coordinated issuing of ten-digit routing number for Nextel and Isle of Wight County because Nextel does not yet have trunks to the new tandems and must route calls through Rockwell switch to Smithfield for Isle of Wight.	5.00	
3. Arranged WSPs testing.	15.00	
4. Assisted Verizon LEC with having Nextel order trunks to Isle of Wight County through new network. Coordinated WSPs testing schedule with Verizon LEC.	3.00	
System Implementation, Assistance, and Coordination	20.75	
1. Assisted Greensville County with getting more Plant Equipment Pyxis training through Verizon LEC. 9-11 Coordinator reported PEI instructor arrived without notice and briefly taught Pyxis to one employee. Not done as per contract.	1.00	
2. Participated in weekly conference calls for cutover coordination with PSAPs and Verizon LEC. Initiated follow-up calls with LEC and PSAPs to coordinate scheduling action items required for cutover.	19.75	
PSAP Strategic Planning	11.00	
1. Assisting Greensville County with issues after cutover to become primary and take all County calls from Emporia.	3.50	See note 1 in Issues below.
2. Reviewed upgrade information required for Plant Equipment Vesta. Some PSAPs might need PSC 16 and Enhanced ALI Server (EAS).	3.50	
3. Pursuing resolution to re-bid issue reported last month (See this task, item 2 in last month's report.). PEI rep suggests searching MagIC raw data folder for re-bid event record.	4.00	

Map / CAD Assessment		4.00	
1. Assisted City of Emporia and Verizon LEC with having Plant Equipment provide project-on-fly functionality to Orion MapStar to utilize VGIN ortho-photography.		4.00	
Training Assistance		9.75	
1. Verified with Greenville County, Surry County, and Sussex County that wireless call training is desired. Created curriculum and PowerPoint presentation.		9.75	
Cost Recovery / True-up		52.50	
1. Assisting Surry County, Sussex County, Southampton County, City of Franklin, City of Emporia, Isle of Wight County, and Greenville County with true-up and FY05 funding requests.		52.50	See note 2 in Issues below.
TOTAL HOURS		150.00	
Completed Tasks			
PSAP Assessments	Region		
CPE Upgrade / Installation	City of Emporia, City of Franklin, Greenville County, Southampton County		
Cutover	City of Emporia, City of Franklin, Greenville County, Southampton County		
Issues of Importance / Accomplishments			
1. Greenville County was a secondary answering point. 9-1-1 Coordinator has identified that PSAP personnel need adequate training on CPE and in learning wireless call processing in order to be effective as a primary PSAP.			
2. Not all PSAPs were prepared to do reports and submissions. Necessary files in counties were typically in one to two offices outside of PSAP control, such as administration and finance. Hurricane Isabel also added to the delay in completing documents for most PSAPs.			